**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

**Yorkshire & Humber Area Strategic Information Governance Network (SIGN)**

**GoToMeeting – 13 August 2020, 13:00 – 14:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Roy Underwood (Deputy Chair) | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Johnny Chagger | JC | Leeds Teaching Hospitals NHS Trust |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Claire McInnes | CM | Rotherham CCG |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Taryn Milton | TM | Hull University Teaching Hospital |
| John Wolstenholme | JW | SHSC |
| Alison Edwards | AE | Doncaster CCG |
| Barry Jackson | BJ | N3i |
| Peter Wilson | PW | Sheffield Teaching Hospital |
| Caroline Million | CM | LOCALA Community Partnerships CIC |
| Natasha White | NW | NHS Doncaster CCG |
| Kate Ayres | KA | York Teaching Hospitals NHS Foundation Trust |
| Rachael Nicholson | RN | Leeds Community Healthcare NHS Trust |
| Sarah Briggs | SB | Bradford District Care NHS Foundation Trust |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Caroline Britten | CB | RDASH |
| Nigel Hodgson | NH | YHCR |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Erin Wood | EW | Health Education England |
| Blaine Williams | BW | NHS Calderdale CCG |
| Caroline Squires  | CS | NHS Calderdale CCG |
| Dave Britton | DB | Spectrum Community Health |
| Iain Twedily  | IT | THIS/CFT |
| Suzanne Sugden | SS | Calderdale and Huddersfield NHS Trust |
| Steve Rose | SR | CHFT |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Claire Attwood | CA | City Health Care Partnership CIC |
| Ruth Parker | RP | Yorkshire Ambulance Service |

**Apologies:**

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| Susan Meakin | SMe | Northern Lincolnshire and Goole Hospitals |
| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Adam Mosley | AM | Schoen Clinic York |
| Andrew Harvey | AH | Western Sussex Hospitals  |
| Lynne Trickett | LT | RDASH |
| June Emptage | JE | Optum Health Solutions |
| Melanie Hill | MH | NHS Informatics Service |
| Terri Milligan | TM | Barnsley Hospital NHS Foundation Trust |
| Joanne Sturdy | JS | Sheffield Teaching Hospitals |
| Andrew Nutting | AN | Leeds City Council |
| Adam Barker | AB | Care Plus Group |
| Kay Hill | KH | Harrogate and District Hospital |
| Susan Hall | SH | Audit Yorkshire |
| John Shingleton | JS | NHS England & NHS Improvement |
| Helen Hartland | HH | Yorkshire Ambulance Service |
| Jodie Holderness | JH | NHS Informatics Service |
| Nikki Minnikin | NM | Doncaster Council |
| Karen Rowe | KR | Leeds CCG |
| Jenny Pope | JP | Airdale NHS Trust |
| John Mitchell | JM | NHS NE Lincs CCG |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 09 July 2020.Accepted as a true record |  |
| 3. | **Matters arising** – none |  |
| 4. | **YHCR responses from Data Protection Contract and Data Sharing Agreement**JC, IG Manager, Leeds Teaching Hospital joined the group to discuss the Yorkshire and Humber Care Record. A small working group has already been created outside of this meeting which JC has answered questions for. JC highlighted that all organisations would complete the IG part or the YHCR slightly different but the law and legal basis will be the same.RU queried that the Data Sharing Contract is more of an ‘agreement’ others felt the same, following discussions the name has now been changed to be called an ‘agreement’ RU queried the main issue around how we manage the opt out, as there is already the National Opt Out Policy. Could patients opt out separately and would this be centrally managed so the same policy/processes are used.The group thought that it would be better to manage the opt out via an electronic portal which could be managed centrally to make it as simple as possible for organisations, JC to ask if this is feasible and could be built in as part of the communication package. RU asked if the system is going to flag opt outs up and would there be a cost, KR reported that flags have to be set locally by organisations.IT asked if the opt out was at GP level or at any point during patient care as GPs have a better relationship with patient. JC would come back to the group with an update and discuss any further questions.PW asked JC if anyone had approached Sheffield Teaching Hospitals/Sheffield Children’s Hospital JC confirmed that they hadn’t but he would flag this up with Lee Rickells as they are large Trust’s and should be on board. | JC to feed back to the board and to share Leeds forms Any further Q’s to be sent to SMeNG to as JC to distribution |
| 5. | **Data Protection Regulation** |  |
|  | The group discussed the following areas:* **DPIA** – A number of organisations are still using a short version of this. CM asked if anyone had any guidance/presentation for Senior Managers completing DPIAs.
* **SARS** - CM asked if SAR requests want information electronically, do organisations send it this way or do they send a hard copy. GDPR states you must respond by electronic means and NHSD says that they want SARS sent encrypted.KR gives the patient the choice and a consent form is completed. If patients want an electronic version then these are sent via the [secure] method like information which is sent to Solicitors.

SR said that there was confirmation from NHSD in 2013 and if the patient wanted it unencrypted then this was fine as it is their data. DS reported that if you password protect this enforces a low level  form of encryption and that his SARS Team hold a licence for winzip  and with version 11 and above this is also encrypted. PW said that we should be pushing for a cloud based option so no  data is been sent. * **International** – DS highlighted the European Court of Justices decision regarding America’s privacy laws, each state could choose if they wanted privacy laws. GN said he would await ICO guidance on what they want to do and wouldn’t be changing anything at present and would hold off on anything new.
 | RU to send CM DPIA guidanceSARS to be discussed further at the next meeting  |
| 6. | **Subject Access Requests and the addition of audit data**BJ has attended a demonstration on the IGPR system which some GP practices are using to extract SARS, when the system creates the final report it adds a watermark which is helpful as if the report is misplaced there is no problem as once it is given to the patient they can do what they want with it. BJ will compare the system to what GP practices are currently using for SARS. SR had also looked at this system previously but there were a number of issues. Other organisations are using SystmOne as this has a SAR module built in, KR reported that the SAR function in SystmOne doesn’t pull through an audit trail but it does pull through names of staff who have accessed the record, patients have access to the names they are not redacted. BJ asked if the audit data for a SAR should be included as part of the SAR request or do we leave it out? GN would leave it out unless someone asks for it as it’s about their record not their direct health.RU reassures patients that clinical staff have access to their records for patient care, dates/times are checked for unusual activity. |  |
| 7.  | **Regional/National Events**No comments |  |
| 8.  | **IG Education/Personal Development Updates**No comments |  |
| 9. | **EU/Brexit**No comments |  |
| 10. | **Data Security and Protection Toolkit** |  |
|  | PW attended the East of England meeting who were discussing the 95% target for IG Training, NHSX have no plans to review this for 19/20, it was felt that this would be difficult to achieve with people isolating and working from home due to Covid. Acute Trusts will have an interim submission in October. JC will put forward at his meeting with NHSX next week that the Goole SIGN group and the East of England group would like to extend until 2021.RU reported that the Confidentiality Advisory Group (CAG) have asked for evidence of his toolkit, they just want reassurance on Asset Management etc, RU has set up a MS Teams meeting to show them what they do and how they do it. |  |
| 11. | **Confidentiality, Data Protection and Freedom of Information**GN reported that a number of organisations have not been able to have an onsite penetration assessment because of the restrictions |  |
| 12. | **Data and IT/Information Security** |  |
|  | * **Office 365**

BJ is looking at this and will feedback. CB raised the problem with local administration rights as organisations can only control some parts. NHSD are currently looking at local administration rights with regards to sharepoint and onenote. BJ sent out the NHSD DPIA. Organisations should now be at the point where they will need to make the decision as to which tenant they will be going with. The NHSD are looking at the differences between the tenants. Organisations should be now be installing office 2019 so office 365 can be switched on without any issues, as older versions of office are out of date and will not be supported. Office 365 is improved technology with built in security. Organisations need to be speaking to their IT departments to discuss IG and training on the system.Staff have started to receive the refresh document which gives access to MS Teams, onedrive etc. MM queried Office 365 being used correctly as you can access  onedrive and shared drives from anywhere which is good, but there  will be increased potential of data loss so organisations will need to  ensure that there is a full training plan rolled out.  |  |
| 13. | **Any Other Business** |  |
|  | **No comments**  |  |
| 14. | **Date/Time of Next Meeting:**Thursday 10 September 2020, 1.00 pm – 2.30 pmVia GoToMeeting  | Meeting invite to be sent out |